

Microsoft Excel – Basics – 2 Days

- 1. Saving and Opening a Workbook 2. Managing Worksheets
3. Formatting Cells
4. Printing
- 5. Excel Functions (Basic) 6. Charts
7. Sorting Data
8. Find and Replace Option 9. Paste Special Option
- 10. Keyboard Shortcuts 11. Go to Special
12. Pivot Table
13. Named Range
- 14. Drop Down Lists
15. Conditional Formatting 16. Excel Table
17. Idea Button
19. Text to Column
20. Quick Analysis Tool
21. Advanced Excel Formulas 22. Advanced Excel Charts

Microsoft PPT – 2 Days

- 1. Getting started with powerpoint
2. Understanding one drive
3. Creating and opening presentations
4. Saving presentations
5. Slide basics
6. Text Basics
7. Applying themes
8. Applying transitions
9. Managing slides
10. Use find and replace
11. Printing
12. Presenting a slide show
13. Lists
14. Indents and Line spacing
15. Inserting pictures
16. Formatting pictures
17. Shapes
18. Aligning, ordering and grouping objects
19. Animating Text and Objects
20. Inserting Audio/ Video
21. Tables/charts
22. Review presentations
23. Modifying Themes
24. Links
25. Action Buttons
26. Online presentations